

## **Scope of Services Watershed Management Plan**

### **Lake and River Enhancement Program (LARE) IDNR Division of Fish and Wildlife**

#### **I. PROJECT PURPOSE**

Provide data collection and summary to aid in the development of long-term guidance (watershed management plan) to restore and protect drinking water supply reservoirs, area streams, and the watershed system as a whole. Indicate the Hydrologic Unit Codes (HUC) for the study area.

#### **II. PROJECT TASKS**

1. Update water quality or biological data, as necessary

While some water quality parameters are not likely to have changed in the intervening years since an original lake diagnostic study was completed, there may be a need to update, expand, or reinterpret water quality information that was included in the original study. Updated biological or chemical water quality data may need to be collected at the discretion of LARE staff and the local sponsor. This information would be used in development of an effective watershed management plan.

2. Facilitate development of the watershed management plan

The consultant will facilitate and provide meeting minutes for 12 monthly meetings of the sponsoring organization to develop a consensus-driven watershed management plan. The plan should include a description of the mission, goals, and action items for management of the lake and its watershed.

Coordinate the scope of the WMP with any other programs that may provide implementation funding to ensure that the finished document will meet eligibility requirements for those programs. For IDEM Section 319 funding, contact the watershed specialist for the project region during development of the scope.

- a. Identify resource management issues and make recommendations

The process of developing the plan should include a review of the progress on action items identified by the local sponsor upon completion of the previous diagnostic or engineering feasibility studies. In addition to management issues from the diagnostic study or issues that have evolved since the study, actions identified in the plan should address social issues related to organizational development. Such items can include the following:

- 1) Identify stakeholders including businesses, residents, organizations, government agencies, etc.

- 2) Institutional assessment and relationship between local entities and organizations with mutual knowledge of goals and capabilities.
- 3) Volunteer water quality monitoring groups identified or recommended.
- 4) Lake leader training and resource inventory.
- 5) Funding and cost-share ability of local entities.
- 6) Education program suggestions and list of resources.
- 7) Summarize available information on wetland functional assessment, condition of riparian areas, protected areas, public access, and prioritization of conservation or mitigation opportunities.
- 8) Current regulations or ordinances that impact land or water use in the watershed.
- 9) Document current and anticipated changes in land use and resource management, including county drainage, MS4 (Municipal Separate Storm Sewer System Guidance as detailed in 327 IAC 15-13, or "Rule 13") stormwater areas, public water supply, and transportation using available land use projection tools such as the LUCI (Land Use in Central Indiana) or the Indiana Biodiversity Initiative Conservation Tool.
- 10) Present model ordinances for wetlands or erosion control.
- 11) Recommendations on zoning for conservation and development or other land-use planning tools.
- 12) Assessment of existing enforcement and options.
- 13) Process for updating the management plan.

All GIS layers created will be compatible with the latest ESRI version of ArcView, web-ready format, and meet State GIS standards.

**b. Assess institutional capacity**

Describe the availability of watershed management and leadership resources, both human resources and existence of planning documents or land use management ordinances. Identify existing or recommend potential volunteer monitoring groups. Establish contacts with agricultural producer groups, environmental groups, developers, and land managers at public properties. Where possible, include pertinent reports on land use and water quality from these and other land management organizations in the watershed.

c. Prioritize potential projects

List and prioritize potential urban and agricultural conservation projects that would contribute to decreases in degradation from nonpoint source pollution and potential sources of funding. Describe unusual physical or social characteristics of the subwatersheds or institutions that may support or challenge future watershed projects. Include cost estimates and recommended timelines for implementation, as well as briefly listing potential sources of funding for projects. Identify motivating factors that would encourage voluntary participation of land users in future programs. Set specific goals or targets when possible.

3. Facilitate public meetings regarding the proposed project.

Design and initiation of facilitated public meetings for the purposes of information collection, dissemination and discussion with stakeholders other than, and including, the local sponsor. Hold a minimum of three (3) meetings, evenly distributed throughout the project area and held at times that will facilitate adequate public input. Widely advertise the meetings through local media and document meeting attendance, minutes, and perceptions.

4. Create a public information handout.

Summarize project outcomes by creating an information handout for distribution by the local sponsor that addresses factual issues concerning the state of the watershed and costs or benefits predicted from the proposed project(s). The format of the handout should be tailored to the specific needs of the local sponsor, such as a 2-page flier, bi-fold brochure or magazine-style article.

5. Project progress reporting

Issue monthly progress reports during the duration of the project. Copies of progress reports are to be, at a minimum, submitted to the project sponsor and LARE program staff prior to payment of invoices for the work described in the monthly reports. A listing of completed tasks and percentages in the invoice is not adequate as a monthly report. These reports should describe completed tasks, any unusual issues, and whether the anticipated timeline needs any modification, along with any other information pertinent for LARE staff review.

6. Complete Watershed Management Plan document.

The task includes completion of a lake diagnostic study report with the following components:

a. Executive Summary

b. Introduction including the mission, vision, goals, and historical context of the sponsoring entity.

- c. Objectives or goals of the watershed management plan.
- d. Resource inventory of the watershed.
- e. Analysis showing the process involved in developing the plan.
- f. Formulation and evaluation with considerations given to each of the alternative management actions.
- g. Decisions regarding goals and actions made by the sponsoring entity.
- h. Implementation showing the detailed action plan which identifies required resources.
- i. Monitoring plans detailing methods for evaluating progress.

### **III. Review Process:**

1. Five printed copies and one digital copy of the draft report must be provided to the LARE program office for review by the LARE staff, SWCDs, and pertinent agencies and organizations at least two weeks prior to the final public meeting. The LARE staff will forward copies for review by other persons and agencies. *Note that the draft document will be posted on the LARE website for public comment.*
2. Both the draft and final reports should be reproduced with double-sided pages.
3. The title of the draft report should refer to the report as a "draft" version. Additionally, each page of the draft report and plan sheets should be labeled "Draft - Subject to Revision."
4. To facilitate review of the draft report, a meeting between a representative of the local sponsor organization, consultant, LARE staff, and other agency staff as needed may be held to discuss the review comments in conjunction with the final public meeting. The entire review process will be coordinated by LARE staff and normally takes at least eight weeks.
5. Upon addressing the review comments, five bound printed copies of the complete final report and plan sheets, plus an additional copy for each participating SWCD office, should be provided to the LARE office for distribution to each SWCD and other participants involved in the watershed project. In addition, one unbound printed copy shall be provided to the LARE office, along with a single electronic file that contains the complete digital copy of the full report including appendices, figures, maps and photos in either Microsoft Word© or Adobe PDF© format that is internet-ready for enhanced public access to the information. Do not prepare multiple files that need to be merged into one file for web posting.